



NATIONAL PELRA LABOR RELATIONS ACADEMY RECERTIFICATION PROGRAM

National PELRA's Recertification Program for Certified Labor Relations Professional (CLRP®) is an ongoing certification process to encourage members and non-members to seek professional growth and development. As a national organization designed for public sector labor relations and human resources professionals, we support continual learning throughout our careers.

Recertification is required every three years, for all certifications earned after 1/1/2012. To maintain certification, participants must earn a minimum of 45 credits over the three year period and are required to record their participation in various professional development and continuing education activities as described in this brochure. Applicants must submit the completed Recertification Verification Form to receive recertification. If submitting the Recertification Verification form Participants may begin earning credits toward recertification immediately upon receiving their initial Certified Labor Relations Professional (CLRP®) designation. Credits cannot be carried over for a future recertification. There is a minimal fee of \$95 to obtain a Recertification Certificate.

A 90-day Recertification grace period is provided. If submitting your CLRP Recertification between 1 and 90 days past your Due Date, you will be charged a \$55.00 late fee. If submitting 91+ days past your Due Date, your CLRP Status will be revoked, and you will be required to reapply for CLRP Certification by either writing a CLRP Professional Paper, or by receiving a passing score on the CLRP Exam.

As a professional organization, ongoing professional development improves our organization and the skills of its members. Through professional development, leadership, research and day-to-day work, participants earn credits to maintain their certification. A variety of areas of continuing education and leadership opportunities have been identified through which certification may be maintained.

Recertification offers many benefits:

- Public listing and recognition on our Recertification Status page, indicating your current CLRP® status
- Increases your value to your employer;
- Raises your professional standards;
- Demonstrates commitment to the public sector labor relations/human resources profession; and
- Identifies you as the public sector labor relations/human resources professional most capable of meeting emerging challenges.



AREAS IDENTIFIED FOR RECERTIFICATION

I. Professional Development

Participants can enhance their skills by participating in professional development opportunities in a variety of ways. Participation in conferences and programs, enrolling for a course, or listening to a webinar can enhance your skills and provide opportunities for keeping your skills current. **(All 45 credits may be earned from this category.)**

II. Professional Membership

Maintaining a professional membership benefits our industry. Through continued learning and networking, participants can implement the best management practices for their organization.

(A maximum of 9 credits may be earned from this category.)

III. Leadership

Opportunities for leadership roles are available to members of NPELRA. These may include becoming a board officer or participation on a committee. **(A maximum of 9 credits may be earned from this category.)**

IV. Presentation and Instruction

Sharing your skills and knowledge with other members is paramount to the association's success. Opportunities are available at annual conference, workshops, and other events during the year. **(A maximum of 15 credits may be earned from this category.)**

V. Research & Publishing/Publications

Ongoing research and study promotes success in the workplace. By addressing current topics and providing information to other professionals, we share our ideas and promote professionalism in our industry. **(A maximum of 15 credits may be earned from this category.)**

VI. Experiential Learning

Continued employment provides for continued learning. By providing leadership to our individual organizations, we provide opportunities for improved employee/labor relations and human resources services for our employees and employers. **(A maximum of 3 credits may be earned from this category.)**

VII. HR Innovation/On the Job Experience

The day-to-day duties of participants provide opportunities for growth. Developing and implementing new programs to be shared is a benefit to our members. **(A maximum of 15 credits may be earned from this category.)**

There are opportunities to obtain credits for each of the above categories. The **Recertification Verification Form** indicates specific criteria eligible for credits and the maximum credits per category. **Please pay close attention to the maximum allowed credits per year.**

Questions regarding this recertification program?

Contact National PELRA at 877-673-5721.



CLRP[®] Recertification Verification Form

Name _____
 Jurisdiction _____
 Work Address _____ Work Telephone _____
 City _____ State _____ Zip _____ Submission Date: _____
 E-mail Address _____ Date Received CLRP _____

Please complete the following information and attach any required information for verification purposes.

Email this form with attachments / verifications to sta@npelra.org
 You may also mail these documents to:
NATIONAL PELRA • PO BOX 5189 • VERNON HILLS, IL 60061

I. Professional Development (All 45 Credits may be earned from this category)					
<i>Verified with paid receipt, program brochure, grade report</i>	Maximum Credits Earned/Year	Credits Earned Year 1	Credits Earned Year 2	Credits Earned Year 3	Total Credits Earned
Labor relations/human resources program/conference - Multiday					
NPELRA ATC (Worth 10 Credits each conference/year)	10 / year				
Affiliated State PELRA ATC (Worth 5 Credits each conference/year)	5 / year				
Other (Worth 3 Credits each program/conference/year)	3 / year				
Labor relations/human resources program - One day					
NPELRA Academy (Worth 5 Credits each Academy/year)	5 / year				
Other (Worth 2 Credits each/year)	2 / year				
Labor relations/human resources program - Less than one day					
NPELRA Webinar (Worth 2 Credits each webinar attended/6 max Credits/year)	6 / year				
NPELRA Online Training Course (Worth 2 Credits each course/ 6 Credits max/year)	6 / year				
Other (Worth 1 Credit each/year)	1 / year				
3 unit LR/HR course offered by college or university (Worth 4.5 Credits each course/year)	4.5 / year				
Human resources online training (Worth 2 Credits each course/year)	2 / year				
II. Professional Membership (A maximum of 9 Credits may be earned from this category)					
<i>Verified with paid membership records</i>	Maximum Credits Earned/Year	Credits Earned Year 1	Credits Earned Year 2	Credits Earned Year 3	Total Credits Earned
Membership in an organization					
National PELRA / State (Worth 3 Credits each year)	3 / year				
Other <u>National</u> LR/HR association ie: IPMA, ICMA, SHRM (Worth 1 Credit each year)	1 / year				
Other State/Local LR/HR association (Worth 0.5 Credit each year)	0.5 / year				
		Year 1	Year 2	Year 3	Page Total

III. Leadership (A maximum of 9 Credits may be earned from this category)

<i>Verification with listing of Board or Committee, or advocacy letter</i>	Maximum Credits Earned/Year	Credits Earned Year 1	Credits Earned Year 2	Credits Earned Year 3	Total Credits Earned
Each year served on the Board of Directors of a labor relations/human resources association.					
NPELRA Board of Directors (Worth 4 Credits per year served)	4 / year				
State PELRA Board of Directors (Worth 3 Credits per year served)	3 / year				
Other National organization (Worth 2 Credits per year served)	2 / year				
Other State association (Worth 1 Credit per year served)	1 / year				
Each year served as a Chair of a labor relations/human resources association committee					
NPELRA Committee (Worth 4 Credits per year served)	4 / year				
State PELRA Committee (Worth 3 Credits per year served)	3 / year				
Other National Committee (Worth 2 Credits per year served)	2 / year				
Other State Committee (Worth 1 Credit per year served)	1 / year				
Each year served as a Member of a labor relations/human resources association committee					
NPELRA Committee (Worth 2 Credits per year served)	2 / year				
State PELRA Committee (Worth 1.5 Credits per year served)	1.5 / year				
Other National Committee (Worth 1 Credit per year served)	1 / year				
Other State Committee (Worth 0.5 Credits per year served)	0.5 / year				
Advocacy on labor relations/human resources issues					
Letter to Congress or State Legislature (Worth 0.25 Credits per letter/year)	0.25 / year				

IV. Presentations & Instruction (A maximum of 15 Credits may be earned from this category)

<i>Include printed program as verification</i>	Maximum Credits Earned/Year	Credits Earned Year 1	Credits Earned Year 2	Credits Earned Year 3	Total Credits Earned
Speech on labor relations/human resources management (Worth 2 Credits per presentation/year)	2 / year				
Instructor for a full day or multi-day labor relations/human resources course (Worth 4.5 Credits per year)	4.5 / year				

V. Research & Publishing/Publications (A maximum of 15 Credits may be earned from this category)

<i>Included printed program as verification</i>	Maximum Credits Earned/Year	Credits Earned Year 1	Credits Earned Year 2	Credits Earned Year 3	Total Credits Earned
Research article on labor relations/human resources management published in a professional journal (Worth 5 Credits per article/year)	5 / year				
Article on labor relations/human resources management published in a newsletter (Worth 2 Credits per article/year)	2 / year				

VI. Experiential Learning (A maximum of 3 Credits may be earned from this category)

<i>Verification with organization chart or payroll record</i>	Maximum Credits Earned/Year	Credits Earned Year 1	Credits Earned Year 2	Credits Earned Year 3	Total Credits Earned
Continuous employment in a direct labor relations/human resources capacity since certification or re-certification (Worth 1 Credit/year)	1 / year				

VII. HR Innovations - On-the-job Experience (A maximum of 15 Credits may be earned from this category)

<i>Verification of program implementation</i>	Maximum Credits Earned/Year	Credits Earned Year 1	Credits Earned Year 2	Credits Earned Year 3	Total Credits Earned
Implement an innovative labor relations/human resources management program (Worth 5 Credits per innovation/program/year)	5 / year				

	Year 1	Year 2	Year 3	Page Total
Total:				

I verify that the information included within is accurate and I have successfully completed the required number of credits as required by the organization to maintain my certification as a Certified Labor Relations Professional through National PELRA.

Signature: _____

Date: _____